























BEACON Dashboard for Personnel Administration

	Enter		New SAP session		SAP menu
	Back		Choose (Display Details)		Search, Search next
	Enter		Next record		Previous page
	Display		Previous record		First page
	Overview		Exit		Next page
	Save		Matchcode (search)		Last page
	Print		Customize		
	Cancel		Inbox Workflow		

Transaction codes

PA10 – Display Personnel File
PA20 – Display HR Master Data
PA30 – Maintain HR Master Data
ZPAA076 – Initiate Workflow
PPOSE – View Position Vacancy
PO13 – View Position
PC00_M02_LINFO – Display a range of infotypes

Shortcuts

/nxxxx. Use /n and the transaction code (/nPA20) to move from one transaction to another without returning to the Easy Access screen. Caution! When entering data, the system does not prompt to Save.

=n.xxxx. Use =n. (equals, n, and a dot) and the employee's last name in the Personnel No. field to search for an employee by last name. Example: =n.Hendrix

Create favorites. From the menu, select **Favorites > Insert Transaction**.